



# Internships

## Guide to Internships in Maine State Government

Bureau of Human Resources  
HR Programs Unit

---

*Updated: December 13, 2013*

## TABLE OF CONTENTS

<b>INTRODUCTION TO INTERNSHIPS .....</b>	<b>2</b>
What is an internship?.....	2
How Do Internships Benefit the Agency? .....	2
<b>INTERNSHIP PROGRAM COMPONENTS .....</b>	<b>4</b>
Intern base: .....	4
Program purposes: .....	4
Project-specific emphasis: .....	4
Expansion on intern growth: .....	4
Academic interns .....	4
Military, Trade School, or Interns Not Associated With Academia .....	5
Requirements for Project Development .....	5
Learning agreement .....	5
Other Important Considerations .....	6
<b>INTERN POSITIONS DEFINED .....</b>	<b>7</b>
<b>CONTRACT INTERN AGREEMENT .....</b>	<b>8</b>
Temporary Employment Agency .....	8
Contract Amounts and Form Required .....	8
<b>INTERN RECRUITMENT AND HIRING .....</b>	<b>9</b>
<b>TIMELINE FOR REQUEST FOR QUOTES AND AWARD ACTIVITY .....</b>	<b>10</b>
Appendix 1- Agency Contact Information Form .....	12
Appendix 2-Internship Learning Agreement .....	14
Appendix 3-Student Intern Job Specification .....	16
Appendix 4-General Intern Job Specification .....	18
Appendix 5-Request for quotes/payroll services .....	20
Appendix 6- Email to vendors requesting bids.....	37
Appendix 7- email to vendors questions/Clarifications .....	38
Appendix 8-Email to agency from vendor .....	39
Appendix 9-Notification of Bid Award.....	40

## INTRODUCTION TO INTERNSHIPS

The dream . . . hire experienced new employees who already have the knowledge and skills to “hit the ground running.” But this dream conflicts with reality. How can organizations meet the needs of today and prepare the workforce of the future? One solution is to develop a quality internship program. This booklet will assist you in doing just that.

### WHAT IS AN INTERNSHIP?

An internship is any carefully monitored work or service experience in which an intern has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Although internships can vary widely from agency to agency, some common characteristics include the following in Maine State Government. An internship:

- Is a time-limited experience that usually lasts about 3 to 6 months.
- Is generally a one-time experience.
- May be part-time or full-time.
- May be part of an educational program and carefully monitored and evaluated for academic credit (needs to be established between the intern and the educational institution).
- May be part of a learning plan that someone develops individually.
- Is different from a short-term job or volunteer work and has an intentional “learning agenda” in a structured work environment.
- Includes learning objectives, observation, reflection, evaluation and assessment.
- Has an existing employee working in the department/position to mentor and supervise the intern.
- Seeks to establish a reasonable balance between the intern’s learning goals and the specific work tasks of an organization.
- Promotes academic, career and/or personal development.

### HOW DO INTERNSHIPS BENEFIT THE AGENCY?

Employers benefit from interns in many ways. While the employer is involved in the on-going training and mentoring of interns, the benefits are many and are listed below:

- A year round source of highly motivated pre-professionals.
- The opportunity to have new perspectives on various processes, procedures and programs.
- Quality candidates for special projects.
- The increased visibility of your organization on college campuses.
- Prepared and trained people for future applicant pools for state employment.
- A proven, cost-effective way to recruit and evaluate potential employees.

Keep in mind that interns are not meant to replace, diminish, or in any way interfere with any current state agency effort or program. They are, instead, a partial response to the need for a succession strategy in state government. Since many state employees will or could leave state government within the next few years, a loss of talent with the attendant skills and knowledge threatens the ability of state government to continue the delivery of the quality and quantity of service that customers deserve. The intern process is intended (at least in part) to increase and prepare a potential pool of talent to meet our anticipated need for qualified employees. Based on this introductory experience, some will choose to work within state government. Others will gain experience and build their resume but choose another career.



### INTERN BASE:

The intern candidates could include college and university students (graduate and undergraduate), junior/community college students, retired or ex-military personnel (including transitioning service members) and trade school students/graduates.

### PROGRAM PURPOSES:

- 1) Intern resume building.
- 2) Intern experience building while working on meaningful projects within state government .
- 3) Intern exposure to state government.
- 4) Increase in the future applicant pool for state employment.
- 5) Increase the possibility of people staying in Maine.
- 6) Intern skill and knowledge building, networking, and increased personal development.

### PROJECT-SPECIFIC EMPHASIS:

All interns should be matched through a competitive interview process to a specific meaningful project or set of projects that will contribute to intern growth while assisting the agency in better serving customers; these projects must be developed and managed by state agencies and should not extend beyond six (6) months. To formalize this part of the process, please complete the form as shown on [Appendix 1](#). Keep a copy of the form for your file and forward to [Karen.b.morgan@maine.gov](mailto:Karen.b.morgan@maine.gov) or mail to:

HR Projects Unit  
Bureau of Human Resources  
#4 State House Station  
Augusta, ME 04333-0004

*Note: Karen will inform the appropriate Service Center HR representative.*

### EXPANSION ON INTERN GROWTH:

The above project-specific effort does not preclude intern growth by involvement in other appropriate agency work (i.e. attending a staff meeting, taking a field trip, reviewing a proposal prior to becoming policy, etc.) and having formal intern-intern or intern-staff interactions such as lunch learning sessions or socializing, both of which would broaden the intern experience.

### ACADEMIC INTERNS

Academic Interns should be matched (after screening by the academic institution prior to application submission to this program) to projects based on their skills and knowledge and the requirements of the project; some of the matching intern criteria could include:

- 1) GPA (Grade Point Average)
- 2) Degree program
- 3) Credits already earned
- 4) Specific courses already taken
- 5) Instructor recommendation or standard “hiring equivalent” recommendations
- 6) Relevant personal attributes such as initiative, communications, creative, interpersonal skills
- 7) Interest in interning on this project

---

## MILITARY, TRADE SCHOOL, OR INTERNS NOT ASSOCIATED WITH ACADEMIA

Military requirements and trade school students/graduates or, Interns not associated with academia, could include:

- 1) Life experience
- 2) Technical training
- 3) Field of expertise
- 4) Standard “hiring equivalent” recommendations
- 5) **To be eligible for the State of Maine Project Internship Program veterans must have a discharge other than dishonorable.**
- 6) Appropriate skills and knowledge as it relates to the project(s)
- 7) Relevant personal attributes
- 8) Interest in interning on project(s)

---

## REQUIREMENTS FOR PROJECT DEVELOPMENT

- 1) Project leader/contact person
- 2) Length of project and approximate start/end date
- 3) Minimum project-specific knowledge/skills of intern
- 4) Expected outcome
- 5) Statement as to the growth benefits for the intern (note: some projects may involve more than one intern and sometimes with a mix of state employees)
- 6) Identified project metrics so success is more easily measured.

---

## LEARNING AGREEMENT

Each agency should create a project-specific learning agreement/contract (see [Appendix 2](#)) that states what the intern will learn/be exposed to; and, noting the agency expectations of the intern during the internship (i.e. highlights the obligations of both parties built around the expected learning from work on any given project). This agreement will identify the intern mentor who acts as a guide and confidante for agency matters and issues.

Selecting an intern is much like selecting a permanent employee; you are looking for the person with the skills and talents that match what you need. Because this will be a limited duration relationship, it is important that you carefully define what you are looking for in an intern so that you can recognize it when it is presented to you. You should also decide ahead of time if you are willing to negotiate on job duties, salary/stipends, etc.

Whether or not to pay your intern is a decision that must be made internally before the internship is announced. Make sure that:

- 1) Learning objectives are clear.
- 2) The intern is supervised by a staff member.
- 3) You have not guaranteed a job upon completion of the internship or graduation.
- 4) The intern may be required by their educator to prepare a written work related to the experience and submit it to a faculty advisor.
- 5) There may be grants available to pay your intern. Check with professional associations and private foundations.

---

## OTHER IMPORTANT CONSIDERATIONS

- **Agency intern committee:** Each agency or bureau should have an intern committee to assist in being the point of contact for all agency projects, selection and new employee integration requirements, and promoting the program within the agency. This committee can be assisted by BHR as the provider of technical assistance.
- **Intern selection:** In all cases, intern selection should proceed similar to this being a hiring; that is, there will be an interview, a resume must be provided, and the intern-project match should establish desired project-specific goals.
- **Agency preparation:** All participating agencies are obliged to be prepared for the intern's first day with a formal welcoming, work station readiness (space, computer, phone, internet access, etc.), project contact person available for a briefing, and the mentor and HR specialist (from BHR or agency) to take care of any "new hire" requirements if not already completed (such as vehicle use form) and introducing the intern to appropriate upper manager(s).
- **Intern presentations:** It is highly suggested that each successful internship end with, at a minimum, a short presentation to upper management, a commissioner, or even Governor at which the intern explains the project, how the intern approached it, and the results; this effort will raise the profile and prestige of the program and add to the learning experience for each intern.
- **Intern and agency feedback:** Interns need formal and periodic feedback on progress made/agency appreciation for the work being done just as the agency needs to monitor each internship to at least be aware of a problem early enough to resolve it (e.g. coaching, offering assistance, providing some training, etc.).
- **Program monitoring and evaluation:** Each agency involved in the internship must monitor the program so real time adjustments (better assuring a successful intern experience) can be made while evaluating the long-term effects on the agency, agency personnel, and agency productivity-this could also assist in future intern recruitment if tracking data indicated a percentage of interns that came into state government or had other successful outcomes.
- **Special arrangements:** There might be certain situations consistent with ADA and other legal requirements where some of the intern work might be done from a remote location or on-site with reasonable accommodation.

Interns can be brought on as a part of your team in 1 of 4 ways. While more detailed information will be provided for each type of intern later, we'll address the commonalities of all Intern Positions and briefly define each of the 4 types below. All intern positions are considered “temporary non-status positions.”

**Student and General Interns:** Established as “project” or “permanent” positions. The Student Intern and General Intern classifications were set up to allow agencies to establish permanent positions. These are “head count” positions with funding approved through the typical legislative process. In these cases, employees are placed in the positions as “acting capacity.” “Project Intern” positions need to be re-established each time there is a need identified for such a position. Unlike a “permanent” intern position, financial orders are required. It is important to work with your Service Centers to ensure proper accounting for the positions. Interns provide paraprofessional work in any variety of professional or technical fields and provide support work to agencies within State government. Work is performed under immediate supervision.

- **Student Intern** (see [Appendix 3](#)): Defined as a student currently enrolled **AND** who has completed the first half of a formal post-secondary educational or technical training program in the field associated with the particular position. Positions in this classification apply knowledge and skills developed in an academic environment to the actual workplace in order to gain exposure to the work environment and learn various aspects of the field on-the-job. Agencies with the need for an intern are responsible for all new hire integration (including advertising, interviewing and hiring decision).
- **General Intern** (see [Appendix 4](#)): Defined as a person who has completed a certified apprentice program, military training or other formal post-secondary educational program in the field associated with the particular position. Positions in this classification apply knowledge and skills developed in a military, vocational, or other formal training environment to the actual workplace in order to gain exposure to the work environment and learn various aspects of the field on-the-job. Agencies with the need for an intern are responsible for all new hire integration (including advertising, interviewing and hiring decision).

**Maine State Government Internship Program (Margaret Chase Smith Policy Center):** Collaborative process between the Office of the Governor, the Bureau of Human Resources, numerous Maine state government agencies and the Margaret Chase Smith Policy Center. Typically, the program is announced in January of each year. The announcement includes explanation of the process, forms required and timeline/deadlines for participating State agencies. The Margaret Chase Smith Policy Center receives candidate applications, interviews and selects the person for the designated and approved internship position within the agency making the request.

<http://mcspolicycenter.umaine.edu/55-2/maine-state-government-summer-internship-program/>

**Contract Intern:** Defined as a person that could be currently enrolled as a student in a post-secondary educational program in the field associated with the particular position or has completed a certified apprentice program, military training or other formal post-secondary educational program in the field associated with the particular position. A Financial Order is NOT required to fund the position. Funding can be from any funding source the Agency has available (including private funding sources not associated with Maine State Government). However, agency personnel must meet the Division of Purchases policies and procedures. These are outlined below.

 [Table of Contents](#)



### TEMPORARY EMPLOYMENT AGENCY

Temporary service contracts are utilized to fulfill a short term need for service. Engagements over 1,040-hours (26 weeks/6 months) are not typically allowed but may be allowed by the Director of Division of Purchases or designated staff on a case-by-case basis. The Director on occasion may route a request for temporary services contract to the Bureau of Human Resources, Employee's Relations for review and comment.

Contracts for temporary staffing utilize the same process as above with the exception as follows:

- \$2,500 & under – Three telephone quotes are required;
- \$2,501 to \$9,999 must get three written quotes;
- \$10,000 to \$24,999 all temporary service providers must have an opportunity to bid. A job description must be faxed or e-mail to all temporary service providers;
- \$25,000 and up **MUST** be done via RFP process.

### CONTRACT AMOUNTS AND FORM REQUIRED

Contracts for amounts of \$5,000 or less require a [BP18](#) contract form. This document is used to contract casual, intermittent, or other special services for which the Department may pay the Contractor a maximum of \$5,000 over the contract period. This form is limited to one contract per year by the Department for the same service with the same Contractor.

- 1) Contracts for amounts > \$5000 require a [BP54](#) contract form. This document must be used for contracts over \$5,000 in value (and can be used for lower value contracts at the discretion of the Department). Contracts presented on this form need to be accompanied by one, completed [BP37CA](#), [BP37SS](#), or [BP37PA](#), in order to explain the purchasing process used.
- 2) Contracts for amounts = or > \$10,000 require a Request for Quotes (RFQ). This document is used when the State is seeking to competitively award a service contract that is expected to be \$10,000 or more in value. An RFQ template can be found at "Appendix 5" on the following pages. (This RFQ template can also be used for lower value contracts at the discretion of the Department.)

**All Temporary Service Agreements must also have an [INFORMATION SHEET FOR CONTRACTED POSITIONS](#) (excel spreadsheet located on purchases website) completed and submitted with the contract.**

1. Advertise position and selection of candidate. It is recommended you do this 4 months in advance of when you want the individual to start. For example, if you want a “student intern” over the summer months, begin to advertise in February. No, it’s **NOT** too early. Keep in mind, you need to:

- Advertise
- Receive resumes
- Select who you want to interview
- Conduct interviews
- Make a selection and offer

And, most important, it is **HIGHLY** recommended that you follow best demonstrated recruiting and hiring practices. (Contact the Bureau of Human Resources if you have any questions related to this statement.)

The Bureau of Human Resources can assist with contacts for potential resources for interns. And, don’t forget the “not so obvious” sources such as trade associations and professional groups.

2. If hiring Intern under Contract Intern arrangement:

- a) Be sure appropriate person in the Division of Purchases is copied on all documents (including emails) related to Contract Intern hiring process.
- b) Request for Quotes (RFQ) for Payroll Services (see [Appendix 5](#) for RFQ template) is sent to Temporary Services Vendors listing via email (see [Appendix 6](#) for sample) based on contract amount to be awarded. Email sent to vendors must include the completed RFQ as an attachment.
- c) If a Vendor has a question or needs clarification, the question and answer/clarification statement(s) must be communicated to all Vendors notified of RFQ at least 24 hours prior to bid closing (see [Appendix 7](#)).
- d) Bids submitted are received (see [Appendix 8](#)).
- e) Send Vendor bid awarded to email and written notification of bid acceptance. (see [Appendix 9](#)).
- f) Send email to all Vendors not awarded bid email and written notification (see [Appendix 10](#)).
- g) Send 3 copies of contract to Vendor awarded bid with signature of State Department authorized party. They sign all three and send back to Contract Administrator. 1 copy stays on file with Department. The 3<sup>rd</sup> copy is sent to the Procurement Agent in the Purchasing Division.
- h) Finally, make sure all required employment forms are on file with the Vendor Temporary Agency. Hiring forms come from temporary agency. Employing Department procures from Vendor Temporary Agency and forwards to Intern. Intern completes and sends back to Employing Department. Be sure to include specific state forms that need to be on file such as the Vehicle Use Agreement form.
- i) Suggested Activity Schedule for Contract Intern Request for Quotes and Award Activity.

**Contract Intern***Date notes in ( ) are advisory estimates*

DATE	ACTIVITY	ASSIGNEE
	<b>Organizational Meeting w/ appropriate Agency Intern RFQ Development Team</b>	State Agency issuing RFQ
	<b>Send RFQ Announcement Email and RFQ Template</b> Email must be sent to all Temporary Service Vendors on Division of Purchases Approved Vendor listing.	State Agency issuing RFQ
<b>MINIMUM: 48 hours prior to <u>Quote</u> due date</b>	<b>Vendor Questions/Clarifications</b> All Vendor questions/clarifications must be communicated to Agency in writing and/or email at least 48 hours in advance of bid closing to Bid Administrator.	Vendor(s)
<b>MINIMUM: 24 hours before <u>Quote</u> due date (should attempt to post sooner)</b>	<b>Send Bidders' Answers to Questions/Clarifications</b> If a Vendor has a question or needs clarification, the question and answer/clarification statement(s) must be communicated to all Vendors notified of RFQ at least 24 hours prior to bid closing.	State Agency issuing RFQ
<b>MINIMUM: 7 calendar days from date of RFQ notification to Vendors</b>	<b>Quotes Due</b> All bid responses must be in writing and addressed to directly to Bid Administrator at agency email address or physical address as outlined in RFQ.	Vendors and Bid Administrator for Agency Requesting Intern
<b>Within 1 week of Quote due date</b>	<b>Quote Review Meeting</b> Distribute Quotes to review team as designated. Review quotes and score based on lowest multiplier bid.	State Agency RFQ Review Team
<b>(1-2 days)</b>	<b>Update Consensus Master Score Spreadsheet;</b> prepare rank listing and recommendations/award(s)	Bid Administrator
<b>(2 days)</b>	<b>Confirm Finalist</b> <i>(Director or designee confirms final award choices)</i>	Director or Director Designee
<b>(2 days)</b>	<b>Prepare Decision Letters</b> for <u>all</u> applicants (award & non-award) <i>Note: Letter date should be same as intended sending date.</i>	Bid Administrator, Director/Designee Signs

	<p align="center"><b>E-mail Decision Letters</b></p> <p align="center">Mail out to bidders the original (signed) documents next business day (file copies)</p>	State Agency issuing RFQ
<b>(ASAP/next day)</b>	<p><b>Send <u>copies</u> of Award Decision and Notification Letters to:</b> DAFS/SPRC;</p> <p align="center">Kathy Paquette – Div. of Purchases – Tel: 624-7877</p> <p align="center">E-mail: <a href="mailto:Kathy.L.Paquette@maine.gov">Kathy.L.Paquette@maine.gov</a></p> <p align="center"><u>The State Agency is responsible for the retention of all Quotes and Bid documents</u></p>	State Agency issuing RFQ
<b>2-3 Weeks</b>	<p align="center"><b>Draft Contract Packages</b></p> <p align="center">Contracts sent to provider; Agreements are entered into Advantage</p>	Bid Administrator
<b>4 weeks</b>	<p align="center"><b>Contracts Returned to State Agency (signed by providers)</b> Review Contracts for Completeness; Edit, Fine-Tune</p>	Bid Administrator
	<b>Agreements reviewed and approved by the designated State Agency approver</b>	State Agency
<b><u>Required:</u> 2 weeks before Contract Start date</b>	<p align="center"><b>Contracts to DAFS Division of Purchases for APPROVAL</b></p> <p align="center"><b>MUST go to SPRC at least 14 days <u>before</u> Contract Start Date</b></p>	Division of Purchases
	<p align="center"><b>When contract is approved and finalized in Advantage by the Division of Purchases the contract is scanned into Fortis and paper copies are mailed to the State Agency.</b></p>	Division of Purchases

## State of Maine Project Internship

### Agency/Contact Information and Project Outline

Department: \_\_\_\_\_ Division/Unit: \_\_\_\_\_

Location: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Length of Project: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (max 24 weeks/ 6 months)

1 ☐ 2 ☐ 3 ☐ more than 3 ☐ (enter number) \_\_\_\_\_

Number of Interns Needed: \_\_\_\_\_

Project Leader (name, title): \_\_\_\_\_

Project Leader Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mentor (name/title): \_\_\_\_\_  
 (if different from Project Leader)

Mentor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Details

**Project Title:** \_\_\_\_\_

**Project Description:** *Describe the overall project details.*

**Knowledge/ skills required for project:** *Describe the basic knowledge and skills an intern would be expected to have in order to successfully complete the internship project.*

**Project Goals:** *Describe the anticipated goals or outcome of the project. ( Be as specific as possible using measurable goals.)*

**Role of Intern:** *Describe intern's responsibilities on project.*

**Anticipated Intern Outcomes:** *Describe the benefits the intern will gain from this learning experience.*

**Project Completion:** *Describe any expected reports, presentation or other opportunities for the intern to share the experience and what they learned.*

**Agency Approval**

Name of Department

Approval Date

Authorized Signature

Printed Name and Title

## State of Maine Project Internship Learning Agreement

### Contact Information

Department:				Unit:	
Location:			Physical Address:		
Project Leader (name, title):					
Project Leader Phone:				Email:	
Mentor-Name Title: (if different from Project Leader)					
Mentor Phone:				Email:	
Intern Name:					
Intern Phone:				Email:	
Intern Address:					

### Project Duration Detail

Start Date				End Date	
Total Hours				Hours/week	
Wages (\$ per Hour)					

This AGREEMENT, made this            day of            is by and between the State of Maine, hereinafter called "Department," and            , hereinafter called "Intern."

WHEREAS IT IS AGREED THAT:

The Department will provide the following learning experiences to the Intern: *(Project Proposal description of Anticipated Intern Outcomes)*

The Intern agrees to the following expectations of the Department: *(Project Proposal Role of Intern)*

Project Description & Purpose: *(Describe the project goals and anticipated outcomes)*

INTERN: [!\[\]\(d263118e0bfd47dc6bc704167d936b83\_img.jpg\)Table of Contents](#)

DEPARTMENT:

(Intern Name)

(Name of Department/Agency)

Intern Signature

Authorized Signature

Printed Name/Title



## STUDENT INTERN

Miscellaneous	3300
Intern	MIS1005100
Not Elsewhere Classified	Range 01
Worker	0413

**DESCRIPTION:** This is paraprofessional support work in any of a wide variety of professional or technical fields. Positions in this classification apply knowledges and skills developed in an academic environment to the actual workplace in order to gain exposure to the work environment, learn various aspects of the field on-the-job, and provide support work to a state agency. Work is performed under immediate supervision.

**REPRESENTATIVE TASKS:** *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)*

- ... Performs increasingly complex administrative and/or technical tasks associated with the field of study in order to provide support to the agency and to learn various aspects of the profession.
- ... Analyzes various situations, organizations, and/or problems and applies learned knowledges in order to develop recommendations designed to increase organizational and/or program efficiency and effectiveness.
- ... Reports on actions taken, analyses performed, and work produced in order to provide user, system, and/or program documentation.

**KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:** *(These are required to successfully perform the work assigned.)*

- ... Knowledge of the basic principles and practices of the profession associated with the position.
- ... Knowledge of the basic technical aspects of the field of work associated with the position.
- ... Ability to compile and analyze information and develop recommendations.
- ... Ability to follow oral and written instructions.
- ... Ability to communicate effectively orally and in writing.

**MINIMUM QUALIFICATIONS:** *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience.)*

Must be currently enrolled in and have completed the first half of a formal post-secondary educational program in the field associated with the particular position.

SPECIAL REQUIREMENTS: *(These must be met prior to a student being hired in this classification.)*

A contract or other written agreement between the academic institution, the student, and the employing state agency must be in effect documenting the following:

1. the duration of the internship (not to exceed one (1) academic year);
2. minimum performance standards;
3. performance review guidelines; and
4. academic credit (if any) to be earned.

EXAM PLAN: *(This must be successfully completed by all employees prior to attaining permanent status in this class.)*

Direct Hire.

SPECIAL NOTE:

Positions in this classification are intended to be established as Project positions (non-status) with a duration not to exceed one calendar year. Agencies may establish permanent positions (to eliminate the need to reestablish Project positions each year), but such positions may only be filled on an Acting Capacity (non-status) basis.

**GENERAL INTERN**

Miscellaneous	3302
Intern	MIS1005101
Not Elsewhere Classified	Range 01
Worker	0413

**DESCRIPTION:** This is paraprofessional support work in any of a wide variety of professional or technical fields. Positions in this classification apply knowledges and skills developed in a military, vocational, or other formal training environment to the actual workplace in order to gain exposure to the work environment, learn various aspects of the field on-the-job, and provide support work to a state agency. Work is performed under immediate supervision.

**REPRESENTATIVE TASKS:** *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)*

- Performs increasingly complex administrative and/or technical tasks associated with the field of study or previous work experience in order to provide support to the agency and to learn various aspects of the profession.
- Analyzes various situations, organizations, and/or problems and applies learned knowledge in order to develop recommendations designed to increase organizational and/or program efficiency and effectiveness.
- Reports on actions taken, analyses performed, and work produced in order to provide user, system, and/or program documentation.

**KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:** *(These are required to successfully perform the work assigned.)*

- Knowledge of the basic principles and practices of the profession associated with the position.
- Knowledge of the basic technical aspects of the field of work associated with the position.
- Ability to compile and analyze information and develop recommendations.
- Ability to follow oral and written instructions.
- Ability to communicate effectively orally and in writing.

**MINIMUM QUALIFICATIONS:** *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience.)*

Must have completed a certified apprentice program, military training, or other formal post-secondary educational program in the field associated with the particular position.

SPECIAL REQUIREMENTS: *(These must be met prior to a student being hired in this classification.)*

A contract or other written agreement between the student and the employing state agency must be in effect documenting the following:

1. the duration of the internship (not to exceed one (1) year);
2. minimum performance standards;
3. performance review guidelines; and

EXAM PLAN: *(This must be successfully completed by all employees prior to attaining permanent status in this class.)*

Direct Hire.

SPECIAL NOTE:

Positions in this classification are intended to be established as Project positions (non-status) with a duration not to exceed one calendar year. Agencies may establish permanent positions (to eliminate the need to reestablish Project positions each year), but such positions may only be filled on an Acting Capacity (non-status) basis.

**(CONTRACT INTERNS ONLY)****State of Maine****Request for Quotes for Payroll Services****Department of (insert Department name)****Purpose**

The intent of this Request for Quotes (RFQ) dated (insert date of request) is to 1) obtain prices for overhead, on a per hour basis, for personnel identified by the (insert Department name) and hired by the vendor under the following hourly rate ranges and work types for the period (insert anticipated employment start date) through (insert anticipated employment end date) and 2) based upon the process provided, select a pre-approved vendor with whom the (insert Department name) may enter into multiple contracts for the services requested herein.

(Insert a brief summary which describes the need for the service(s). You should also describe how the service ties into the Department/Office's mission and goals. Also include some background information as to how and why this service came about -- for example, if it was mandated by statute -- the history of the service being provided in the State, etc. Think in terms of what introductory information would be beneficial for potential Bidders to provide their best, most well-informed response to your Department. Also remember that this is just an introduction – the full Scope of Services is provided in Part II of the RFP.)

**Submission of Proposals**

The quote for furnishing work described herein can be received in a single copy via electronic or regular mail. Quotes may be sent to (insert name of bid coordinator, Department name and address) or via email to ([insert email address of bid coordinator](#)).

The quote deadline is (insert time and date—try to allow at least 5 work days). Bids must be clearly marked “(insert Request for Quote title—including Department name).”

Because of the short turn-around time, electronic submissions are preferred (as a guideline, comment to be included if less than 10 work days is deadline provided for bid).

Quotes received after the date and time specified will not be considered. There are no exceptions. The State reserves the right to reject any and all bids.

The State of Maine will not accept responsibility for any costs incurred by a bidder in the preparation of their quote.

## Contract Administrator

Bidders should direct written questions regarding these specifications to: (insert name of bid coordinator, Department name and address) or via email to (insert email address of bid coordinator) or fax (insert fax number). Electronic communication via email is preferred. All bidders will receive copies of responses to relevant questions raised by other bidders. The deadline for written questions is 12 pm on (insert date representing 1 day prior to bid close date). Responses to questions will be posted to potential bidders electronically by 3 pm on (insert date representing 1 day prior to bid close date). Phone inquiries will not be accepted.

## Work Specifications

(Insert a summary of the specific tasks and objectives of the intern. State the desired outcomes very clearly, and if there are certain expectations or performance measures that must be met by the Bidders, define them. If the work can be performed at the Bidder's own facility, say so. If the work must be performed at a State facility, say so and give the address of the facility.)

The (insert Department name) will approve timecards, supervise employees, and provide risk insurance for employees while operating Department vehicles and equipment.

Payroll services by the contractor include the following major responsibilities:

- Process time cards on a weekly basis
- Fulfill all payroll services for identified individuals
- Provide unemployment insurance
- Provide workman's compensation insurance
- Make payment of applicable state and federal taxes
- Maintain all employee records for individuals referred by (insert name of Department)

## Basis of Award

Because this RFQ is for less than \$25,000 of payroll services (specifically, this RFQ is for (insert \$ amount)), it was advertised via email to Maine's "Approved Staffing Vendor List". The award will go to the lowest bidder. Selection of the vendor for this contract will be based on the following criteria:

- 100 points – Bid prices for overhead rates on a per hour basis

## Administrative/Content Issues

The proposal submitted shall contain the following:

1. Bid Prices for Overhead Rates on a Per Hour Basis – A markup or overhead rate for proposed provision of services. This portion of the proposal will be weighted 100% of the total.

STATE OF MAINE  
DEPARTMENT OF \_\_\_\_\_  
Agreement to Purchase Services

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, is by and between the State of Maine, \_\_\_\_\_, hereinafter called "Department," and \_\_\_\_\_, located at \_\_\_\_\_, telephone number \_\_\_\_\_, hereinafter called "Provider", for the period of \_\_\_\_\_ to \_\_\_\_\_.

The AdvantageME Vendor/Customer number of the Provider is \_\_\_\_\_

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement. The following riders are hereby incorporated into this Agreement and made part of it by reference:

Rider A - Specifications of Work to be Performed

Rider B - Payment and Other Provisions

Rider C – Exceptions to Rider B

Rider D, E, and/or F – (At Department's Discretion)

Rider G – Identification of Country in Which Contracted Work will be Performed

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in \_\_\_\_\_ original copies.

**DEPARTMENT OF \_\_\_\_\_**

By: \_\_\_\_\_

Name and Title, Department Representative  
And

By: \_\_\_\_\_

Name and Title, Provider Representative

Total Agreement Amount: \$\_\_\_\_\_

Approved: \_\_\_\_\_

Chair, State Purchases Review Committee  
BP54 (Rev 6/04)

## AdvantageME ACCOUNT CODING

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	DEPT UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM



RIDER A

SPECIFICATIONS OF WORK TO BE PERFORMED

(Can be left blank)

METHOD OF PAYMENT AND OTHER PROVISIONS

**1. AGREEMENT AMOUNT \$ (insert \$ amount of contract)**

**2. INVOICES AND PAYMENTS** The Department will pay the Provider as follows:

Payments are subject to the Provider's compliance with all items set forth in this Agreement and subject to the availability of funds. The Department will process approved payments within 30 days.

**3. BENEFITS AND DEDUCTIONS** If the Provider is an individual, the Provider understands and agrees that he/she is an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for his/her Income Tax records.

**4. INDEPENDENT CAPACITY** In the performance of this Agreement, the parties hereto agree that the Provider, and any agents and employees of the Provider shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.

**5. DEPARTMENT'S REPRESENTATIVE** The Agreement Administrator shall be the Department's representative during the period of this Agreement. He/she has authority to curtail services if necessary to ensure proper execution. He/she shall certify to the Department when payments under the Agreement are due and the amounts to be paid. He/she shall make decisions on all claims of the Provider, subject to the approval of the Commissioner of the Department.

**6. AGREEMENT ADMINISTRATOR** All progress reports, correspondence and related submissions from the Provider shall be submitted to:

Name:

Title:

Address:

Who is designated as the Agreement Administrator on behalf of the Department for this Agreement, except where specified otherwise in this Agreement.

- 7. CHANGES IN THE WORK** The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment, signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to execution of the work.
- 8. SUB-AGREEMENTS** Unless provided for in this Agreement, no arrangement shall be made by the Provider with any other party for furnishing any of the services herein contracted for without the consent and approval of the Agreement Administrator. Any sub-agreement hereunder entered into subsequent to the execution of this Agreement must be annotated "approved" by the Agreement Administrator before it is reimbursable hereunder. This provision will not be taken as requiring the approval of contracts of employment between the Provider and its employees assigned for services thereunder.
- 9. SUBLETTING, ASSIGNMENT OR TRANSFER** The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Agreement or any portion thereof, or of its right, title or interest therein, without written request to and written consent of the Agreement Administrator. No subcontracts or transfer of agreement shall in any case release the Provider of its liability under this Agreement.
- 10. EQUAL EMPLOYMENT OPPORTUNITY** During the performance of this Agreement, the Provider agrees as follows:
- a. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a bona fide occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discrimination clause.
  - b. The Provider shall, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

c. The Provider shall send to each labor union or representative of the workers with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The Provider shall inform the contracting Department's Equal Employment

Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC and Office of Civil Rights) against their agency by any individual as well as any lawsuit regarding alleged discriminatory practice.

e. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of service to include accessibility and reasonable accommodations for employees and clients.

f. Contractors and subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.

g. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**11.EMPLOYMENT AND PERSONNEL** The Provider shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 MRSA §18 or 17 MRSA § 3104. The Contractor shall not engage on a full-time, part-time or other basis during the period of this Agreement, any other personnel who are or have been at any time during the period of this Agreement in the employ of any State Department or Agency, except regularly retired employees, without the written consent of the State Purchases Review Committee. Further, the Provider shall not engage on this project on a full-time, part-time or other basis during the period of this Agreement any retired employee of the Department who has not been retired for at least one year, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**12.STATE EMPLOYEES NOT TO BENEFIT** No individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this agreement or to any benefit that might arise therefrom directly or

indirectly that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. No other individual employed by the State at the time this Agreement is executed or any time thereafter shall be admitted to any share or part of this Agreement or to any benefit that might arise therefrom directly or indirectly due to his employment by or financial interest in the Provider or any affiliate of the Provider, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**13. WARRANTY** The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee commission, percentage, brokerage fee, gift, or contingent fee.

**14. ACCESS TO RECORDS** The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested.

**15. TERMINATION** The performance of work under the Agreement may be terminated by the Department in whole, or in part, whenever for any reason the Agreement Administrator shall determine that such termination is in the best interest of the Department. Any such termination shall be effected by delivery to the Provider of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination, and modified accordingly.

**16. GOVERNMENTAL REQUIREMENTS** The Provider warrants and represents that it will comply with all governmental ordinances, laws and regulations.

**17. GOVERNING LAW** This Agreement shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Agreement shall be brought in

State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.

**18.STATE HELD HARMLESS** The Provider agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description (hereinafter in this paragraph referred to as “claims”) resulting from or arising out of the performance of this Agreement by the Provider, its employees, agents, or subcontractors. Claims to which this indemnification applies include, but without limitation, the following: (i) claims suffered or incurred by any contractor, subcontractor, material man, laborer and any other person, firm, corporation or other legal entity (hereinafter in this paragraph referred to as “person”) providing work, services, materials, equipment or supplies in connection with the performance of this Agreement; (ii) claims arising out of a violation or infringement of any proprietary right, copyright, trademark, right of privacy or other right arising out of publication, translation, development, reproduction, delivery, use, or disposition of any data, information or other matter furnished or used in connection with this Agreement; (iii) Claims arising out of a libelous or other unlawful matter used or developed in connection with this Agreement; (iv) claims suffered or incurred by any person who may be otherwise injured or damaged in the performance of this Agreement; and (v) all legal costs and other expenses of defense against any asserted claims to which this indemnification applies. This indemnification does not extend to a claim that results solely and directly from (i) the Department’s negligence or unlawful act, or (ii) action by the Provider taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of the Department in accordance with this Agreement.

**19.NOTICE OF CLAIMS** The Provider shall give the Contract Administrator immediate notice in writing of any legal action or suit filed related in any way to the Agreement or which may affect the performance of duties under the Agreement, and prompt notice of any claim made against the Provider by any subcontractor which may result in litigation related in any way to the Agreement or which may affect the performance of duties under the Agreement.

**20.APPROVAL** This Agreement must have the approval of the State Controller and the State Purchases Review Committee before it can be considered a valid, enforceable document.

**21.LIABILITY INSURANCE** The Provider shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Agreement with adequate liability coverage to protect itself and the Department from suits. Providers insured through a “risk retention group” insurer prior to July 1, 1991 may continue under that arrangement. Prior to or upon execution of this

Agreement, the Provider shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy.

**22. NON-APPROPRIATION** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**23. SEVERABILITY** The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

**24. INTEGRATION** All terms of this Agreement are to be interpreted in such a way as to be consistent at all times with the terms of Rider B (except for expressed exceptions to Rider B included in Rider C), followed in precedence by Rider A, and any remaining Riders in alphabetical order.

**25. FORCE MAJEURE** The Department may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The Department may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

**26. SET-OFF RIGHTS** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement up to any amounts due and owing to the State with regard to this Agreement, any other Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

**27. ENTIRE AGREEMENT** This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained

herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, or to exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.



RIDER C  
EXCEPTIONS TO RIDER B

## RIDER D

Not Required: For use at Department's Discretion

## RIDER E

Not Required: For use at Department's Discretion

## RIDER F

Not Required: For use at Department's Discretion

RIDER G

IDENTIFICATION OF COUNTRY

IN WHICH CONTRACTED WORK WILL BE PERFORMED

**Please identify the country in which the services purchased through this contract will be performed:**

**United States. Please identify state: \_\_\_\_\_**

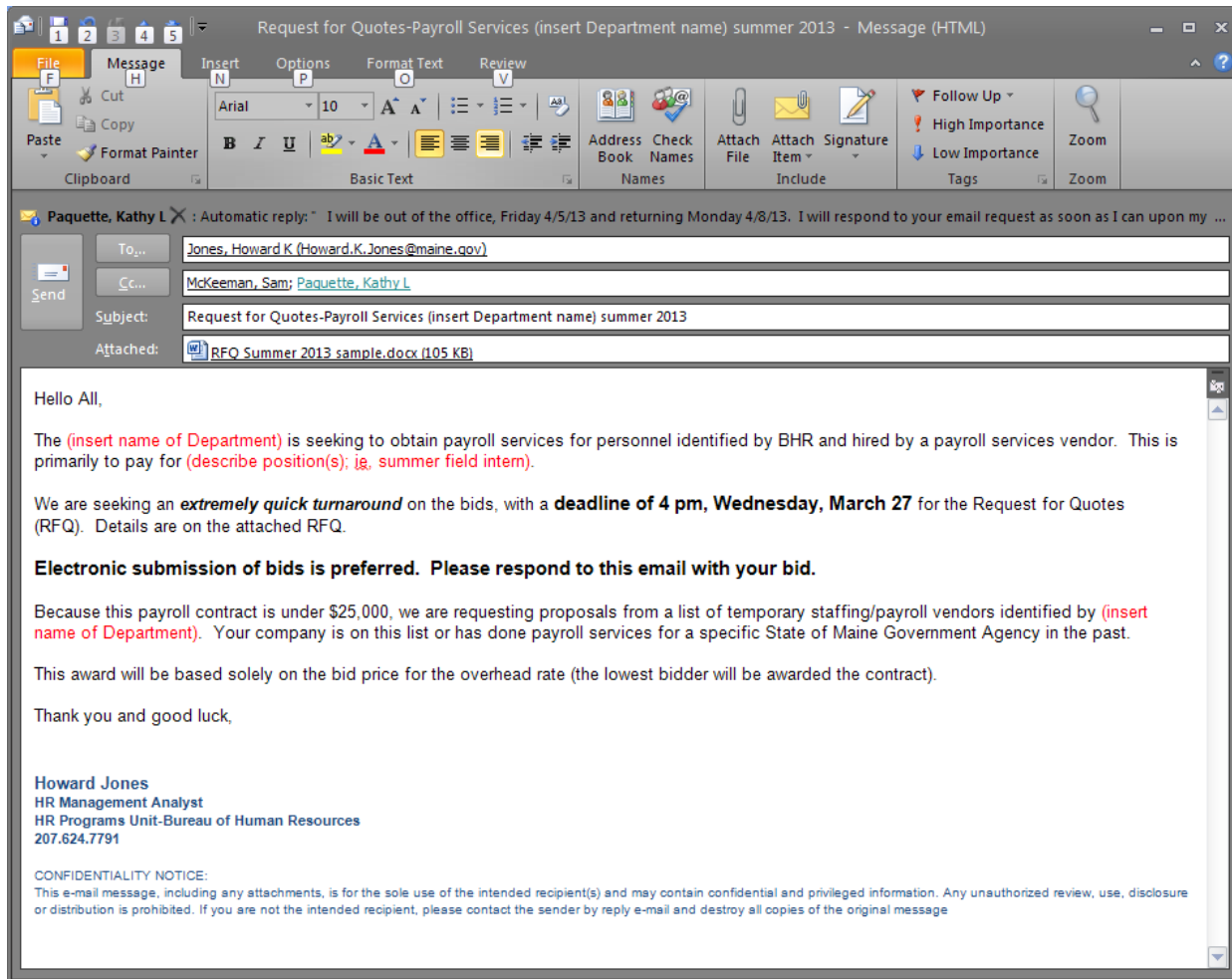
**Other. Please identify country: \_\_\_\_\_**

**Notification of Changes to the Information**

The Provider agrees to notify the Division of Purchases of any changes to the information provided above.

[Return to Intern Recruitment and Hiring](#)

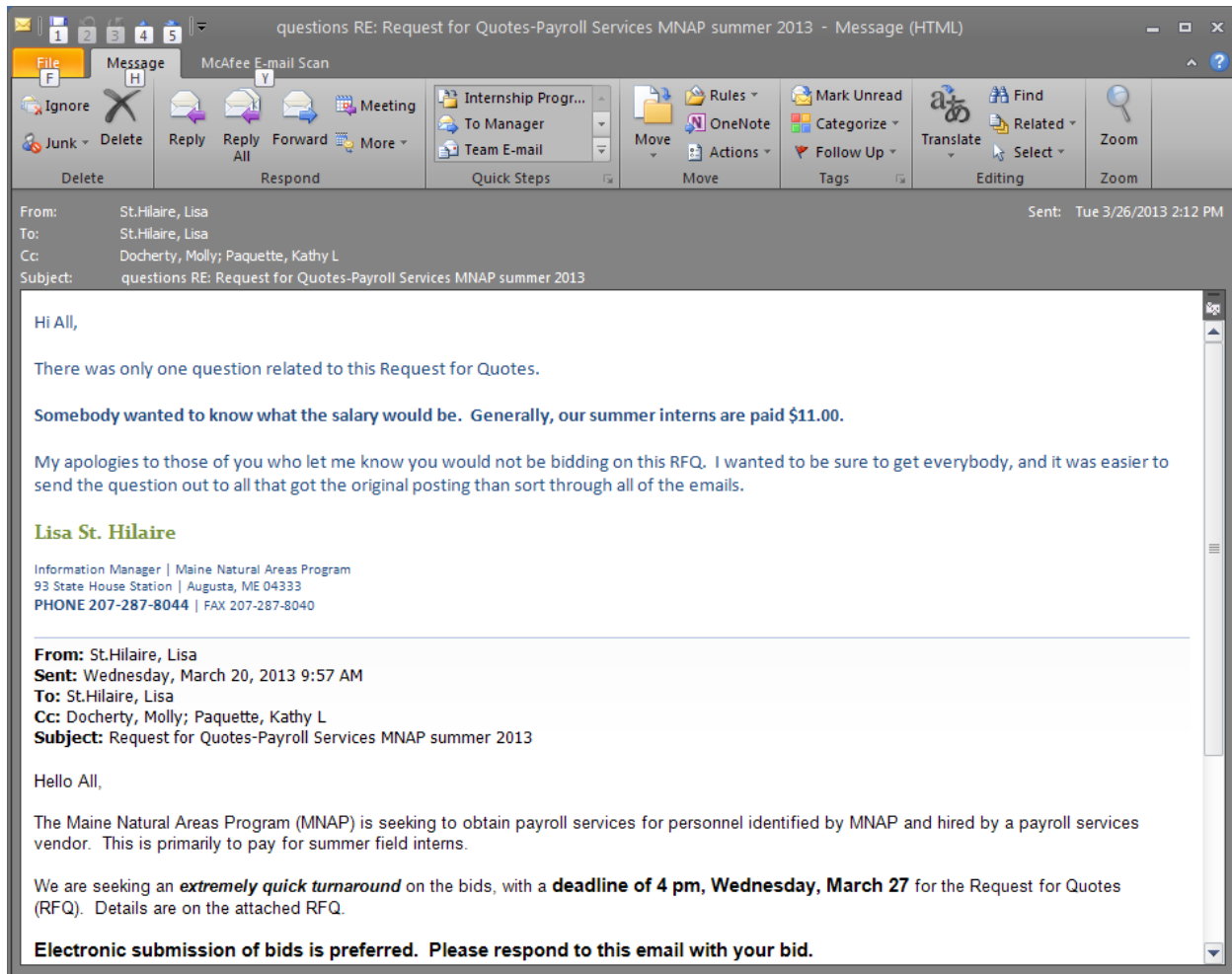
### Contract Interns Only



[Table of Contents](#)

[Return to Intern Recruitment and Hiring](#)

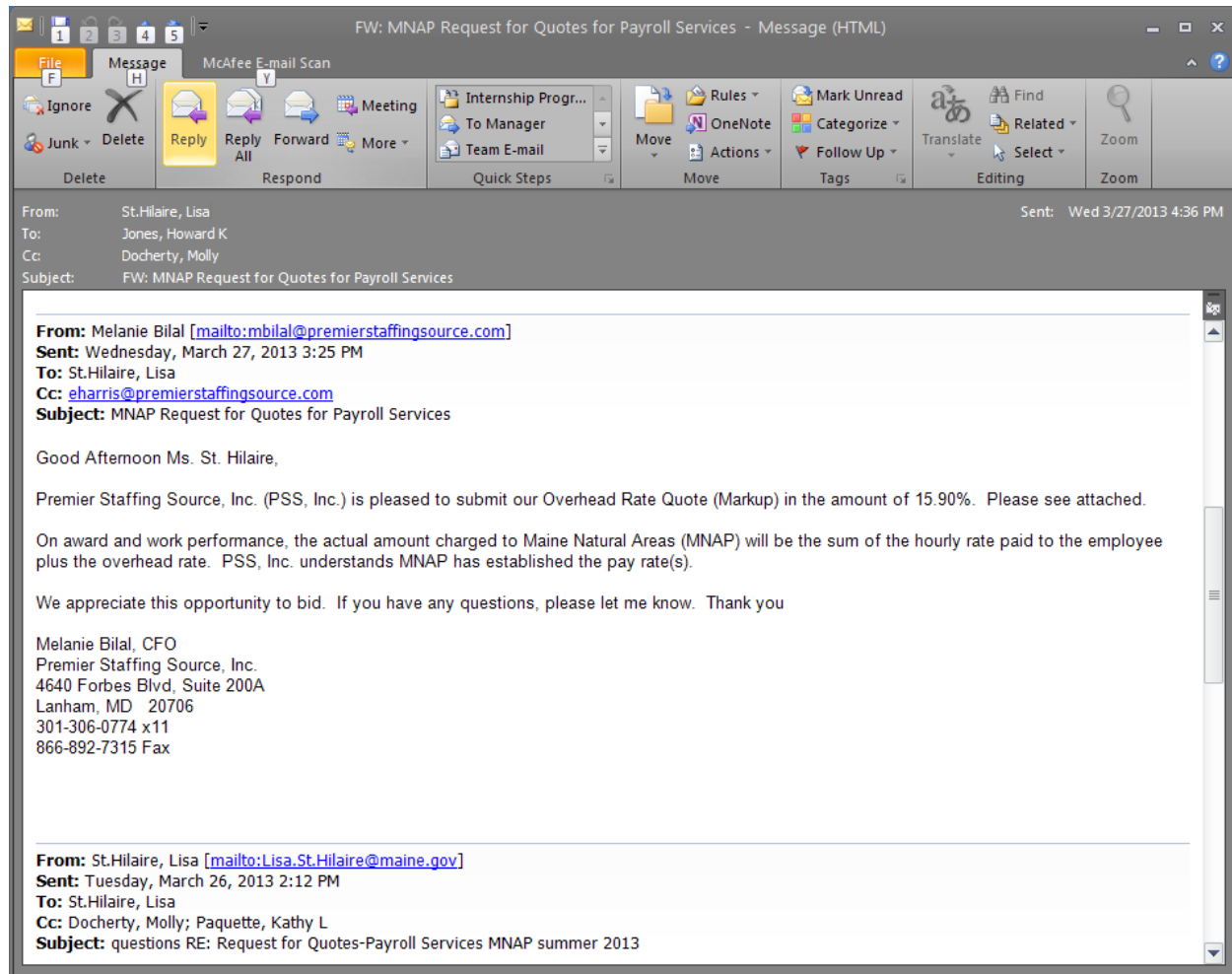
### Contract Interns Only



[Table of Contents](#)

[Return to Intern Recruitment and Hiring](#)

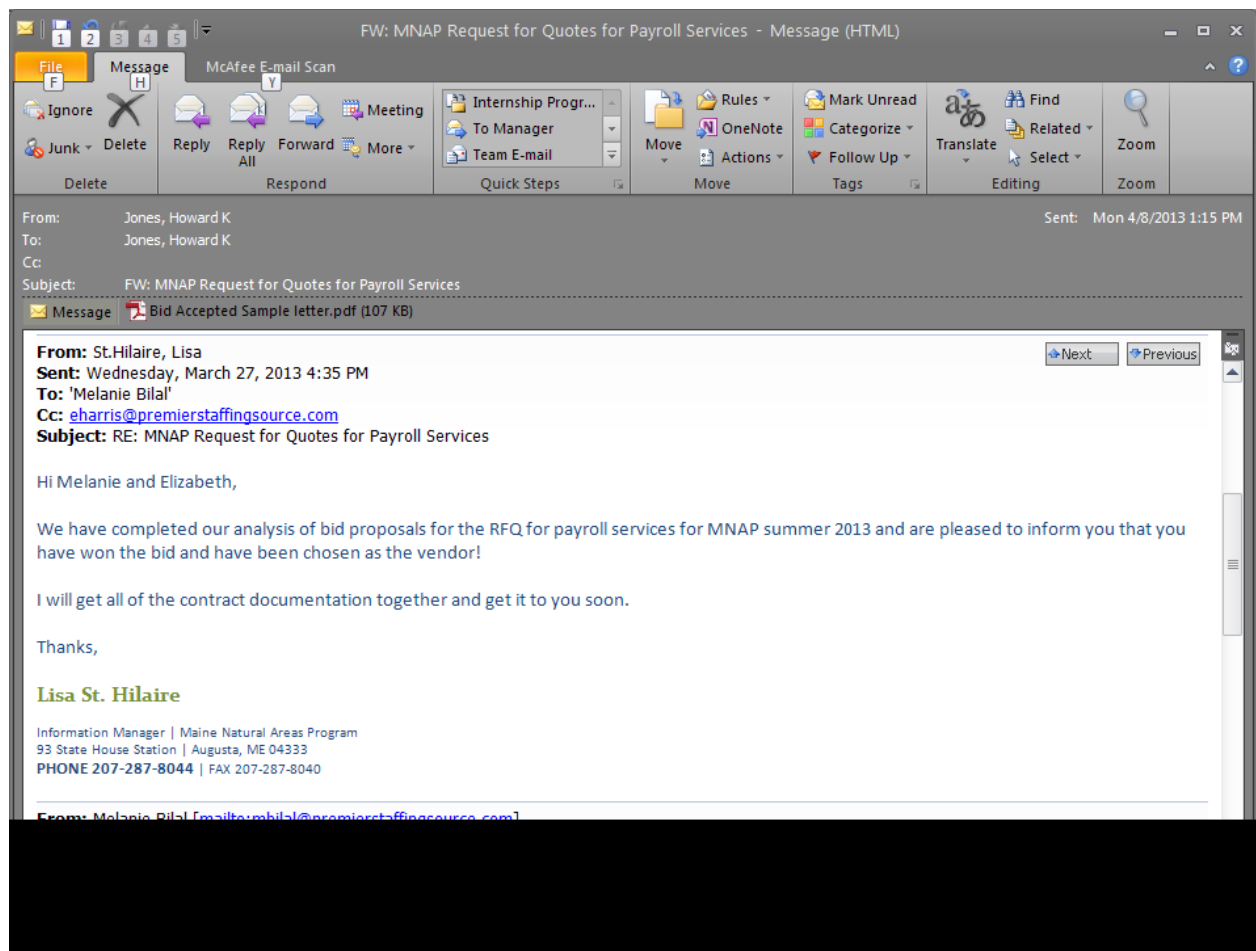
## Vendor Response



[Table of Contents](#)



[Return to Intern Recruitment and Hiring](#)



[Table of Contents](#)



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
93 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0093

PAUL R. LePAGE  
GOVERNOR

WALTER E. WHITCOMB  
COMMISSIONER

March 27, 2013

Myrna Cooks  
Premier Staffing Source, Inc.  
4640 Forbes Blvd., Suite 200A  
Lanham, MD 20706

RE: Request for Quotes, MNAP Payroll Services, Summer 2013 Field Intern

Dear Ms. Cooks:

We have completed our analysis of bid proposals and are pleased to inform you that you have been chosen as the vendor for this Request for Quotes. Below are the bidders and their bid rates for this Request for Quotes.

**RFQ MNAP Summer Field Interns 2013**

Vendor	Rate	Multiplier
Premier Staffing Source	15.90%	1.159
Tri-State Staffing	17.00%	1.170
Maine Staffing	20.80%	1.208

I will get the contract documentation together and will get it to you soon. Call if you have questions.

Sincerely,

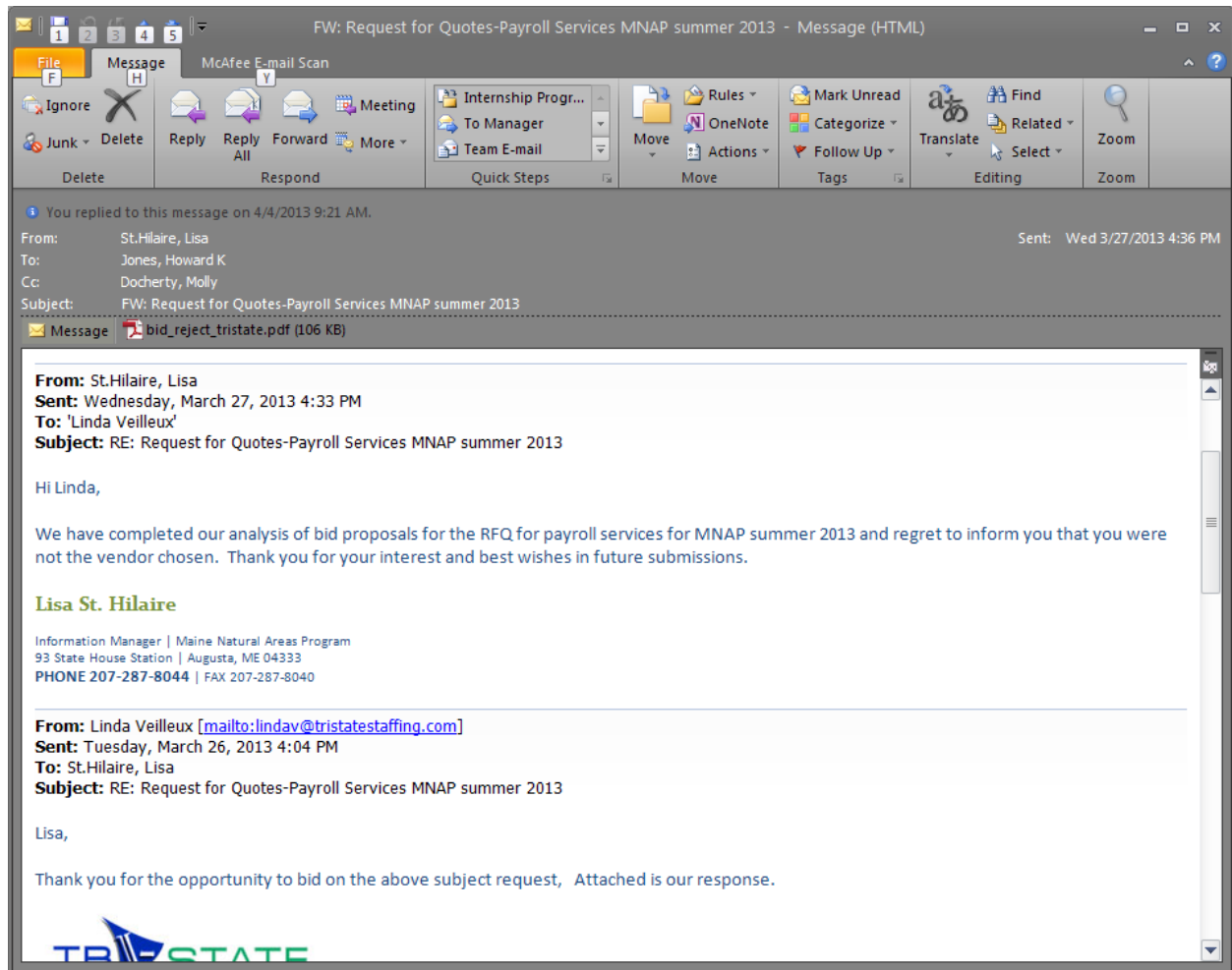
*Lisa St. Hilaire*

Information Manager | Maine Natural Areas Program  
maine.nap@maine.gov | Phone: (207) 287-8044 Fax: | (207) 287-8040

MAINE NATURAL AREAS PROGRAM  
MOLLY DOCHERTY, DIRECTOR

PHONE: (207) 287-8044  
FAX: (207) 287-8040  
TTY: (207) 287-2213

[Return to Intern Recruitment and Hiring](#)



[Table of Contents](#)



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
93 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0093

PAUL R. LEPAGE  
GOVERNOR

WALTER E. WHITCOMB  
COMMISSIONER

March 27, 2013

Linda Veilleux  
Tri-State Staffing, Inc.  
225 Western Ave., Unit 1  
Augusta, ME 04330

RE: Request for Quotes, MNAP Payroll Services, Summer 2013 Field Intern

Dear Ms. Veilleux:

We have completed our analysis of bid proposals and regret to inform you that you were not the vendor chosen for this Request for Quotes. Below are the bidders and their bid rates for this Request for Quotes.

**RFQ MNAP Summer Field Interns 2013**

Vendor	Rate	Multiplier
Premier Staffing Source	15.90%	1.159
Tri-State Staffing	17.00%	1.170
Maine Staffing	20.80%	1.208

Thank you for your interest and best wishes in future submissions.

Sincerely,

*Lisa St. Hilaire*

Information Manager | Maine Natural Areas Program  
maine.nap@maine.gov | Phone: (207) 287-8044 Fax: | (207) 287-8040

MAINE NATURAL AREAS PROGRAM  
MOLLY DOCHERTY, DIRECTOR

PHONE: (207) 287-8044  
FAX: (207) 287-8040  
TTY: (207) 287-2213